

DATE: Jan. 7, 2013

TO: City Clerk

FROM: Representative Michiel R. Noe

ADDRESS: 2 Civic Center Plaza

TELEPHONE 541-4701

Please place the following item on the (Check one):    CONSENT    XXX    REGULAR

Agenda for the Council Meeting of Jan. 15, 2013

## Appointment of Dr. Bernice Gregory to the Museums and Cultural Affairs Advisory Board

Item should read as follows: Department by Representative Michiel Noe, District 5.

## BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Museums and Cultural Affairs Advisory Board

NOMINATED BY: Representative Michiel R. Noe

DISTRICT: 5

NAME OF APPOINTEE Dr. Bernice Gregory

(Please verify correct spelling of name)

E-MAIL ADDRESS:

BUSINESS ADDRESS:

CITY: El Paso

ST: TX

ZIP:

PHONE:

HOME ADDRESS:

CITY: El Paso

ST: TX

ZIP:

PHONE:

**DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY?**

**YES:** \_\_\_\_\_

**IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:**

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT:

Abel Saucedo

EXPIRATION DATE OF INCUMBENT:

10/01/2012

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE):

TERM EXPIRED:

RESIGNED X

REMOVED

DATE OF APPOINTMENT:

01/15/2013

**TERM BEGINS ON :**

10/01/2012

**EXPIRATION DATE OF NEW APPOINTEE:**

10/01/2016

PLEASE CHECK ONE OF THE FOLLOWING:

1<sup>st</sup> TERM: X

2<sup>nd</sup> TERM:

UNEXPIRED TERM:

**Dr. Bernice W. Gregory**

## Email

**Experience:**

**Elementary School Principal                                  2010-2012**  
**Leavenworth Unified School District #453**  
**200 N. Fourth Avenue**  
**Leavenworth, KS 66048**

Served as Principal of an elementary school. Lead a staff of 50 employees and staff in the formulation and execution of a complex budget totaling \$150000. Lead, oversee, manage and provide training for the overall operation of an urban elementary school. Monitor instruction, effectively evaluate instruction and assist teachers as they work to improve their instructional techniques, lead school reform that will improve student achievement, facilitate schools interaction with parents and members of the community, ensure school safety, create and implement a shared school vision, manage school budget, facilitate and maintain a consistent means of communication between parents and staff, supervise the system of an annual inventory of equipment, textbooks, and supplies, hire staff, conduct teacher and staff evaluations, use data to analyze and plan for differentiated support for staff and students, monitor and implement board policies, serve as an instructional leader by coordinating the development of and monitoring the implementation of the school improvement plan in accordance with the district mission, develop and implement collaborative professional development opportunities, develop and monitor school grants received by the school. Lead faculty in learning how to analyze data and use the data to drive instruction. Served as chairperson of Student Improvement Team (Response to Intervention), School Test Coordinator, overseeing all State Mandated Assessments.

**Accomplishments:**

- Lead the school to passing AYP in tested subject areas (Reading and Math) so that accreditation is maintained
- Created and devised professional development for all staff on the use of interactive white boards, nooks, digital cameras, wireless internet, and video streaming into their classroom to increase student engagement as well as move towards 21<sup>st</sup> Century Learning Target. This led to increased achievement on reading and math assessments
- Successfully established a Building Leadership Team to lead an organizational change management initiative to maintain relevancy and common core standards expertise. We collaborated consistently to build strategic relationships resulting in an increase in solidified relationships and self-efficacy in our building and across the school district.
- Developed staff on my Leadership Team in order to expand their full range of potential and expertise. Encouraged workforce diversity to create an atmosphere of equality and respect for all employees.
- Reviewed the budget monthly to ensure that we were remaining within our budgetary guidelines. I was able to successfully purchase items that are easily updatable and upgradeable so that there is little to no expensive involved with aligning current resources to 21<sup>st</sup> Century learning expectations

- Integrated best practices from the latest pedagogical resources to ensure that we are keeping
- Meet monthly with Senior Leaders to discuss the implementation of the necessary change elements that will be undertaken to consistently meet the needs of our students. The team that was formed was an interdisciplinary team to ensure that the voices were heard from all groups/teams that will be affected by the change
- Successfully wrote and received a grant for \$10,000 to aid with budgetary shortfalls. This grant allowed for the purchase of keyboards in our music department as well as guitars for our guitar lab.
- Ensure that staff was appropriately appraised annually.
- Presented the methodology of student achievement, student engagements and the effects of technology on both to all stakeholders at different forums and meetings

Provide briefings and advice to senior officials of the school system, including the Superintendent, Associate Superintendent and Assistant Superintendent, on such matters as school improvement, impact school process, common core standards and student achievement.

**Installation Manager, Ft. Leavenworth**  
**600 Thomas Avenue**  
**Fort Leavenworth, KS 66048**

**01/2007 to 05/2010**

Lead, oversee, manage and provided training for all staff at the Army Career and Alumni Center (ACAP); Directly responsible for the efficient and effective operation of the ACAP Center. Brief the Garrison Commander, bi-weekly, as to the status of the center and its operations. Direct the staff in the delivery of service to include: transition assistance counseling and job assistance training. Developed, design and facilitate resume training workshops and presentations for senior level staff, senior officers and Non-Commissioned Officers; successfully devised Standard Operations Procedures (SOP's) for the ACAP Center. Assign staff duties and supervises accomplishment of major tasks. Oversee all logistical activities, including the ordering of supplies, petty cash and budgeting. Establish and monitor practices governing supply, economy, facility security, facility safety as well as accountability and maintenance of equipment. Interprets programmatic guidance and implements new ACAP initiatives; Markets the ACAP program using different media. Coordinates and conducts job fairs, Department of Labor Workshops, Veterans Affairs presentations and other directed

#### Accomplishments

- Directed the staff in the delivery of service to include: transition assistance counseling and job assistance training.
- Developed, designed and facilitated resume training workshops and presentations for senior level staff, senior officers and Non-Commissioned Officers;
- Devised and Implemented Standard Operations Procedures (SOP's) for the ACAP Center Management,
- Oversee all logistical activities, including the ordering of supplies, petty cash and budgeting.
- Established and monitored practices governing supply, economy, facility security, facility safety as well as accountability and maintenance of equipment. Interpreted programmatic guidance and implements new ACAP initiatives;

- Marketed the ACAP program using different media. Coordinated and conducted job fairs, Department of Labor Workshops, Veterans Affairs presentations and other directed

**Online Adjunct Professor**  
**Walden University**  
**155 Fifth Avenue South, Minneapolis, MN 55401**

**12/2004 to 08/2012**

I taught graduate asynchronous classes in The School of Education utilizing the e-college format utilizing different authoring tools; Compile bibliographies of specialized materials for outside reading assignments; Stimulates class discussions ; Compile, administers, and grades examinations. Conducts research in particular field of knowledge and try to publish findings in professional journals. I am responsible for facilitating the basic course outline to students and answering pertinent questions about the course. I communicate with the students via email and upload information into the course home page; Ensured that students utilized APA formatting and proper collegiate writing. I communicate with the students via email and upload information into the course home page; Served on the committee that devised courses and curriculum for the newly implemented Special Education program: Wrote Information/Decision papers and policies.

**Learning Disabilities Teacher/Lead Teacher**  
**Prince William County Schools/Old Bridge Elementary**  
**3051 Old Bridge Road**  
**Woodbridge, VA 22192**

**2002-2006**

Taught elementary students with neurological problems in learning in self-contained classroom, grades K-5. Planned curriculum and prepared lessons and other instructional materials to meet individual need of students, considering state and school requirements, physical, emotional, and educational levels of development. Conferred with parents, administrators, testing specialists, social worker, and others to develop individual educational program (IEP) for student. Instructed students in all academic subjects.

Worked with the principal and helped with the daily operations of the school; disciplined students appropriately; helped with site-based budgeting; kept abreast of developments in school curriculum and instruction and provided leadership in determining the appropriateness of incorporating recent developments and trends into the school's educational program, encouraged and supported development of innovative instructional programs, helped teachers pilot such efforts when appropriate, ensured that all facilities were operated effectively and efficiently and saw that applicable health and safety standards were met, observed employee performance, recorded observations, and conducted evaluation conferences, helped plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.

#### **Education:**

EdD, University of Sarasota, Sarasota, FL, USA, 06/2004  
 EDS, University of Sarasota, Sarasota, FL, USA, 06/2002  
 M.B.A., Webster University, Fort Leavenworth, KS, USA, 06/2010  
 M ED, Cambridge College, Cambridge, MA, USA, 6/1999  
 Teacher Certification, Special Education, Georgia Southwestern University, 1992

B.S., Marketing, Albany State University, Albany, Georgia, USA, 06/1990

**Certifications:**

Division Superintendent Licensure, VA  
Administrator Certificate, KS, VA; SC  
SPED Teacher, GA, SC, VA

**Awards and Recognition:**

Governor's Appointment to Juvenile Justice Board 2010-2014-State of Kansas  
Presently attending the SUPES Superintendent Academy  
Educator of the Year Nominee, DODDS, 2000  
Garrison Commander's Coin and handwritten letter for achievement given in June of 2010  
Wrote and won \$10,000 Grant from Fox Glee Competition 2012  
School won 2010-2012 State of Kansas Character Trait Award

**Other:**

U.S. Citizen.

**Foreign Language In Progress: Spanish – Conversational Level**

Typing Speed: 55 WPM

Proficiency using Microsoft Word, Excel and PowerPoint

**Professional Affiliations**

Harvard Principal's Center

Association for Supervision and Curriculum Development  
Kansas Association of Elementary Principals  
National Association of Elementary Principals  
Women in Business Networking (WIB)  
National Alliance of Black School Educators (NABE)